

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0151

ISSUE DATE: October 21, 2013

TITLE: ACCOUNTANT 3

CLOSING DATE: November 4, 2013

DIVISION/UNIT: Housing & Community Resources/
Office of Administration and Fiscal Operations

LOCATION: 101 South Broad Street
Trenton, New Jersey

SALARY RANGE: P18 / \$44,278.38 - \$62,444.79

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under a supervisory official in a state department, institution, or agency, does independent accounting work of some importance and difficulty; does related work as required.

EDUCATION: Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses (which may include courses in municipal and government accounting).

EXPERIENCE: One (1) year of accounting or auditing experience.

NOTE: Possession of a valid certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in Accounting.

NOTE: Applicants who have successfully completed the required twenty-one (21) semester hour credits in accounting as specified above may substitute additional experience for the remaining education as indicated above on a year-for-year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- ☐ A promotable eligible exist within the unit scope.
☒ A promotional or open competitive list exists.
☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0151
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume. Applicants with classification experience preferred.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer